

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 15-2016	<b>POSITION TITLE:</b> Program Specialist
<b>POSITION GRADE &amp; SERIES:</b> DS-0301-09	<b>SALARY RANGE:</b> \$49,551 - \$63,798 Annual <b>*Please note that this position is only Budgeted at a grade CS-09/01 to the CS-09/03 at \$49,551 - \$52,717 Annual</b>
<b>OPENING DATE:</b> March 15, 2016 <b>CLOSING DATE:</b> March 25, 2016	<b>TOUR OF DUTY:</b> 8:15 am – 4:45 pm Monday - Friday
<b>AREA OF CONSIDERATION:</b> Open to the Public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Child Support Services Division 441 4 <sup>th</sup> Street NW Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Term Appointment (13 Month Appt.)	

**COLLECTIVE BARGAINING UNIT:** This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**BRIEF DESCRIPTION OF DUTIES:**

This position is located in the Child Support Services Division (CSSD) in the Applications and Paternity Development Unit (APD). The goal of Child Support Service Division is to elevate the well-being of children and the self-sufficiency of families by delivering first-rate child support services that help parents meet the financial, and emotional needs of their children. The incumbent will have programmatic responsibilities related to the OCSE 157 annual paternity audit and the Un Wed Birth System (UBS), the automated births and paternity tracking system for CSSD. The employee provides analytical and program support to help CSSD with Paternity Establishment. The incumbent will be stationed in the community (area hospital, TANF office, or Vital Records) to assist new parents with establishing paternity. This will include Acknowledgements of Paternity, interfacing with Vital records, and answering general questions about establishing paternity. Incumbent will be a notary and will be responsible for scanning Acknowledgements of Paternity into the UBS. The incumbent supports the mission of the APD Unit to ensure CSSD meets all federal data reliability standards with regards to Paternity Establishment. In addition, paternity information within UBS is used to process child support cases and eventually establish a child support order. The incumbent will assist the Division in developing community partnerships to increase awareness of paternity establishment. The incumbent will also assist with the development of outreach materials designed to promote paternity establish. The incumbent will work with community based organizations, faith based organizations, schools and other organizations to promote the establishment of paternity and importance of child support. The incumbent will help provide programs for health insurance coverage for children; monitors cases through the paternal support enforcement process to ensure that employers and insurers comply with the requirements at each stage, in a manner appropriate to the specific facts; and process documents required for the establishment and enforcement of medical support obligations according to legal requirements and time frames.

**QUALIFICATIONS:** Candidates must have at least one (1) year of Specialized Experience that equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been

equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**RANKING FACTOR #1:** Comprehensive experience with operating automated data systems, preferably in a child support environment.

**RANKING FACTOR #2:** Ability to communicate effectively both orally and in writing.

**RANKING FACTOR #3:** Ability to maintain a professional demeanor in stressful, high pressure, or fast-paced situations.

**RANKING FACTOR #4:** Demonstrates strong case management and organizational skills, good interpersonal skills, and accurate data entry.

**SELECTIVE PLACEMENT FACTOR:** Incumbent must have the ability to read, write, and speak Spanish.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**OTHER INFORMATION:** A background investigation will be conducted.

**HOW TO APPLY:** Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.GOV](mailto:OAG.Recruitment@DC.GOV). Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Shawn Winslow, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: [www.oag.dc.gov](http://www.oag.dc.gov).**

**INFORMATION TO CANDIDATE:** Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

**EEO STATEMENTS:** The District of Columbia Government is an Equal Opportunity Employer.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**